

## M E M O R A N D U M ADMINISTRATIVE SERVICES PROCUREMENT DIVISION

County of Placer

TO:

**Board of Supervisors** 

DATE:

July 25, 2017

FROM:

Brett Wood, Purchasing Manager

SUBJECT:

On-Line Streaming and Closed Captioning Services – Granicus, Inc.

## **ACTION REQUESTED**

Approve an award with Granicus, Inc. of Denver, CO for on-line streaming and closed captioning services, for the period of July 1, 2017 through June 30, 2018 in the maximum amount of \$80,000. Funding is provided by Department of Administrative Services, Telecommunications Division's FY 2017-18 Proposed Budget.

Approve the option to renew the resulting award for two (2) additional one-year periods in the maximum amount of \$80,000 annually, and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

## BACKGROUND

In 2006, the Purchasing Manager executed a negotiated agreement on behalf of the Department of Administrative Services, Telecommunications Division (TELECOM) with Granicus, Inc. to provide on-line streaming and website integration services. TELECOM requires the services from Granicus, Inc. to host and manage the Placer County Board of Supervisors bi-monthly meetings live streaming video application including technical support and closed captioning services. This service allows TELECOM to support civic streaming at the Board of Supervisor Chambers, Planning Commission Hearing Room, and the various Tahoe Board meeting locations.

On April 1, 2016, an agreement with Granicus, Inc. was executed by the Purchasing Manager to provide technical support services of on-line streaming of Board of Supervisors bi-monthly meetings, Planning Commission meetings, and associated closed captioning services through June 30, 2017. Granicus, Inc. has agreed to renew at the same pricing and terms.

Per the Purchasing Policy Manual Section 2.1(b), the requested agreement amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with an agreement in the amount of \$80,000 and to authorize the Purchasing Manager to sign the resulting agreement.

## **FISCAL IMPACT**

The Department of Administrative Services, Telecommunications Division has budgeted appropriately for this agreement and funding is available within the FY 2017-18 Proposed Budget. Funds are not encumbered until services are performed against the resulting agreement.

cc: Jarrett Thiessen, Deputy Director of Information Technology Dieter Wittenberg, Information Technology Manager

